# Better Daily Decisions Checklist

Make better decisions faster by doing little things to support yourself throughout the day.

**Time of day:**

**Are you accomplishing these things?**

## Morning

Setting up your day

- [ ] You did something to stay healthy. (Stretch, meditation, etc.)
- [ ] Reviewed your “to do” list.
- [ ] Remembered your intention for the day and how you will apply it.
- [ ] Took a moment to be grateful for your work.

## Afternoon

Boosting your energy

- [ ] You watched/read/listened to someone you admire.
- [ ] Practiced a deep breathing exercise.
- [ ] Accomplished your small end of day goal.
- [ ] Noticed something that you enjoyed doing.

## End of Workday

Process your day

- [ ] You took a moment to slow down and review your workday.
- [ ] Made a list of the top 5 things you want to accomplish tomorrow.
- [ ] Noticed your most dominate emotion today and why it impacted you.
- [ ] Took time to appreciate what you did well.

## Before Bed

Clearing mind for rest

- [ ] You set a mindset intention for tomorrow. (Ex. be more patient.)
- [ ] Wrote down what you are grateful for and why.
- [ ] Made time to take a deep breath in, held it and slowly let it go.
- [ ] Did a five minute review of your day to appreciate your day.